



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
ATTENTION OF:

DEC 07 2001

EAGA-PP (600)

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy Letter #24 -- Sponsorship Program

1. The Army Sponsorship Program is an essential part of helping soldiers and their families adjust to new work and community environment. Effective sponsorship is also an important part of a soldier's first impression of her or her unit.
2. Every soldier in the ranks of Private through Colonel undergoing a PCS move, will be offered the opportunity to participate in the advance arrival sponsorship program. Gaining commanders will change pinpoint or ultimate assignments of soldiers assigned sponsors only in rare or exceptional cases. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining command or activity.
3. Eighth United States Army has developed a sponsorship program that dramatically improves how Eighth Army welcomes new soldiers into theater. The Sponsorship Website to Korea relies on the Internet to provide incoming troops with a sponsor and current information on their new assignment – fast.
4. To ensure success of this program, Unit Commanders will:
 - a. Appoint a Sponsorship Program manager to coordinate and monitor sponsorship in their unit. Brigade, Battalion and Company level commanders will ensure program managers receive sponsorship leader training through the Sponsorship Website located on the 8th PERSCOM Homepage. The key to success is the advanced assignment to the lowest level and appointment of a sponsor for each inbound soldier.
 - b. Ensure procedures are established to monitor and track sponsorship in the unit.
 - c. Ensure sponsors and soldiers that are sponsored have adequate time away from assigned duties to perform sponsorship duties and complete inprocessing as appropriate.
 - d. Provide sponsors and unit Sponsorship Program managers with adequate resources to accomplish sponsorship duties.
 - e. Ensure families are integrated into the unit and community through the use of family support groups and other community resources.

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5. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardships to new arrival. Additionally a well-administered program will assist commanders and leaders in ensuring newly assigned soldiers understand Eighth Army standards. Sponsors, leaders and commanders must understand that sponsorship is a “people program” which requires strong chain of command support. If personnel needs are fulfilled initially, new soldiers will be able to better commit themselves to the combat readiness of eighth United States Army.

A handwritten signature in black ink, appearing to read 'D. Zanini', with a long horizontal line extending to the right.

DANIEL R. ZANINI
Lieutenant General, USA
Commanding